



Department of
Administrative Services

Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven



New and Updated Solicitation Templates

Department of Administrative Services
State Purchasing Division

statepurchasing.doas.georgia.gov



Your instructor



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Webinar House Rules

- Webinar length- approx. 1 hr and 30 minutes
- Questions – Please type questions into the Question Box on your screen. All questions will be addressed at the end of the presentation.





Webinar objectives

The purpose of this webinar is to:



- Identify and discuss new and updated templates for GPR, Team Georgia Marketplace™ and eSource for these processes:
 - Request for Information
 - Request for Qualified Contractors
 - Request for Quotes
 - Request for Proposals



State of Georgia Electronic Sourcing

Why are forms changing?

To support increased Electronic Sourcing Capability:

On September 15, 2010, SPD launched eSource (upgraded version of eQuote), which now supports RFIs, RFQCs, RFQs and RFPs.

To standardize eRFx templates: SPD desires a standardized template for each solicitation type that can be used in either of SPD's two sourcing tools.

This standardization will:

- Ease state entity transition from eSource to Team Georgia Marketplace™
- Simplify training
- Create a standard look for suppliers using both systems



State of Georgia Electronic Sourcing

Two Software Tools for Receipt of Electronic Responses:

Team Georgia Marketplace™	eSource
Audits Central State Hospital DCH DEcD DHS DJJ DOAS DOT DNR GDC GFC GTA SAO	All other State Entities



State of Georgia Electronic Sourcing

Two Software Tools for Receipt of Electronic Responses:

<u>Process Type</u>	Team Georgia Marketplace™	eSource
Request for Information (RFI)	✓	✓
Request for Qualified Contractors (RFQC)	✓*	✓
Request for Quotes (RFQ)	✓	✓
Request for Proposals (RFP)	✓	✓

NEW!

NEW!

*TGM currently supports 1-step RFQC process. Please contact SPD Process Improvement (processimprovement@doas.ga.gov) for assistance with 2-step RFQC process.



Request for Information (RFI)



Request for Information (RFI)

Request for Information (RFI) – Basic Information

What is it?	This is an optional, semi-formal method of gathering information from suppliers who have knowledge about an industry, good or service. It does not satisfy competitive bidding requirements.
When to use?	Stage 2: Pre-solicitation - to gather information as desired before advancing to Stage 3.
Where to post?	<u>TGM Users</u> : TGM only <u>Non-TGM Users</u> : GPR or eSource
DPA?	Not applicable (i.e., unlimited)



Request for Information (RFI)

To access the RFI templates:

1. Navigate to www.doas.georgia.gov.
2. Select State Purchasing under State and Local.



Click State Purchasing



Request for Information (RFI)

To access the RFI templates:

3. Then, click 7 Stages of Procurement.

Click 7 Stages of Procurement










7 Stages of Procurement is a fundamental procurement process including an identified need for goods or services be



Request for Information (RFI)

To access the RFI templates:


4. Scroll to Stage 2-PS: Pre-Solicitation.
5. Select the correct RFI template.

▼ Stage: 2-PS: Pre-Solicitation		
7 stages		
	SPD-PS004	State Entity eRFI Template
	SPD-PS005	State Entity RFI Template
▼ Stage: 3-SP: Solicitation Preparation		
	SPD-SP001	Facilitated Session Sign-in Form
	SPD-SP002	Facilitated Session Guide Template
	SPD-SP003	Request for Supplier Training
	SPD-SP004	Evaluation Committee Member Participation Form
	SPD-SP005	Request for Quote ("RFQ") Template (Non-electronic)
	SPD-SP011	Proposal Certification Form



Request for Information (RFI)

The following templates must be used for conducting RFIs:

Team Georgia Marketplace™ Users:		Post:
State Entities & <u>SPD</u>	SPD-PS004 State Entity eRFI Template	

Non-TGM Users:		Post:
Paper Responses	SPD-PS005 State Entity RFI Template	Georgia Procurement Registry
--OR--		
Electronic Responses	SPD-PS004 State Entity eRFI Template	eSource



Request for Information (RFI)

Template includes highlighted text and instructional notes to guide you through.



State of Georgia

State Entity: Enter State Entity's Name

Electronic Request for Information ("eRFI")

Event Name: Enter the Sourcing Event Name

eRFI (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Solicitation

This electronic Request for Information ("eRFI") is being issued to suppliers with respect to Enter the Sourcing Event Name for the "the State Entity") as further described in this eRFI. The State Entity is issuing this eRFI in conjunction with other information available to the State Entity and it is in the best interests of the State Entity to fulfill this need.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the need that is the genesis for this eRFI.



Request for Information (RFI)

RFI & eRFI templates include:

Section 1. Introduction

- Describe the purpose of the RFI
- Enter schedule information
- Identify state contact information



Section 2. Instructions to Suppliers

- For eRFIs Only:
Choose either TGM
or eSource
instructions and
delete the other



Section 3. Requested Information

- Identify the information you would like to receive from the supplier. This could be a series of questions.



Request for Information (RFI)

Section 4. Additional Information

- No action needed



Section 5. List of eRFI Attachments

- Update list as needed
(list of special terms)



Request for Information (RFI)



No required attachments for the RFI



Request for Qualified Contractors (RFQC)



Request for Qualified Contractors (RFQC)

Request for Qualified Contractors (RFQC) – Basic Information

What is it?	<p>This is a formal method of prequalifying suppliers. The standard, pre-approved RFQC process is a <u>two step process</u>.</p> <ol style="list-style-type: none">1. First Step: The RFQC (first step) qualifies suppliers.2. Second Step: Pre-qualified suppliers are then eligible to respond to any future RFQs or RFPs (second step) issued for the particular good/service.
When to use?	Stage 3: Solicitation Preparation – when preliminary qualification is desired (most common for services).
Where to post?	<u>TGM Users</u> : Contact SPD <u>Non-TGM Users</u> : GPR or eSource
DPA?	Same as RFQ



Request for Qualified Contractors (RFQC)

To access the RFQC templates:

1. Scroll to Stage 3-SP: Solicitation Preparation.
2. Select the correct RFQC template.

SPD: Access SharePoint to view SPD-SP031 Statewide eRFQC Template.




	SPD-SP022	State Entity eRFQ Template
	SPD-SP024	Requirements Sheet
	SPD-SP024a	Instructions for Requirements Sheet (2003)
	SPD-SP024b	Instructions for Requirements Sheet (2007)
	SPD-SP029	State Entity RFQC Template
	SPD-SP030	State Entity eRFQC Template
▼ Stage: 4-SPR: Solicitation Process		
	SPD-SPR001	Offerors/Bidders Conference Agenda
	SPD-SPR002	Vendor Q & A Template
	SPD-SPR003	Offerors Conference Sign-in Form
	SPD-SPR004	Offerors Conference Announcement



Request for Qualified Contractors (RFQC)

The following templates must be used for conducting RFQCs:

Team Georgia Marketplace™ Users:		Post:
State Entities	SPD-SP030 State Entity eRFQC Template	
SPD	SPD-SP031 Statewide eRFQC	

Non-TGM Users:		Post:
Paper Responses	SPD-SP029 State Entity RFQC Template	Georgia Procurement Registry
--OR--		
Electronic Responses	SPD-SP030 State Entity eRFQC Template	eSource



Request for Qualified Contractors (RFQC)

Template includes highlighted text and instructional notes to guide you through.



State of Georgia

State Entity: Enter State Entity's Name

Electronic Request for Qualified Contractors ("eRFQC")

Event Name: Enter the Sourcing Event Name

eRFQC (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement

The Enter State Entity's Name (hereinafter, "the State Entity") is seeking suppliers interested in providing Enter the Sourcing Event Name. This Request for Qualified Contractors ("eRFQC") is intended to identify and select suppliers that exceed the identified requirements contained herein. Instead, this eRFQC will establish a list of one or more qualified suppliers to win future contracts from the State Entity.

INSTRUCTIONS TO ISSUING OFFICER: Describe the commodity that would be provided by the qualified supplier in a subsequent solicitation posted by the State Entity. The supplier must be able to answer the question, "Can you provide a qualified supplier?" Provide a general scope of the historical spend, and/or quantities if applicable). After the instructional note.



Request for Qualified Contractors (RFQC)

RFQC & eRFQC templates include:

Section 1. Introduction

- Describe the purpose
- Enter schedule information
- Identify state contact information



Section 2. Instructions to Suppliers

- For eRFQC Only:
Scroll to Section 2.2
and select either
TGM or eSource
instructions



Section 3. eRFQC Qualification Factors

- Access SPD-SP013
Supplier's General
Information Worksheet
- Access SPD-SP024
Requirements Worksheet
to develop factors



Section 4. Cost/Pricing

- No action needed



Request for Qualified Contractors (RFQC)

RFQC & eRFQC templates include:

Section 5. Evaluation & Published Results

- Identify points if scoring
- Identify qualification method



Section 6. List of eRFQC Attachments

- Update as needed



Request for Qualified Contractors (RFQC)



RFQC Attachments









Administrative Requirements	SPD-SP013 Supplier's General Information Worksheet
Qualification Requirements	SPD-SP024 Requirements Sheet <ul style="list-style-type: none">•Mandatory Requirements and/or•Mandatory Scored and/or•Additional Scored
Cost	N/A
Contract	N/A



Request for Qualified Contractors (RFQC)

To access attachments:

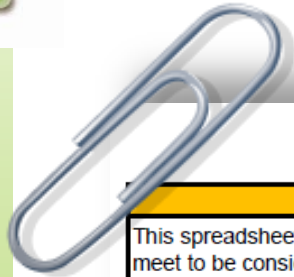
1. Go back to Stage 3-SP: Solicitation Preparation.
2. Select the templates.

	SPD-SP013	Supplier General Information Worksheet
	SPD-SP014	Tax Compliance Form
	SPD-SP015	Insurance and Bonding Guidelines
	SPD-SP016	RFP Preparation Scorecard
	SPD-SP017	Immigration and Security Form
	SPD-SP018	State Entity RFP Template
	SPD-SP020	State Entity eRFP Template
	SPD-SP022	State Entity eRFQ Template
	SPD-SP024	Requirements Sheet
	SPD-SP024a	Instructions for Requirements Sheet (2003)
	SPD-SP024b	Instructions for Requirements Sheet (2007)

Use these instructions to complete the requirements sheet.



Request for Qualified Contractors (RFQC)



Supplier General Information Form

Supplier General Information		
This spreadsheet requests basic information concerning the Supplier and may establish eligibility to be considered eligible for award. Read each question carefully and provide all requested information.		
Question #	Description	
1	Provide Company Information:	
	Description	Response
	Company Name (Provide full legal name)	
	Address 1	
	Address 2	
	City	
	State	
	Zip Code	
	Authorized Person's Name	
	Telephone Number	
	eMail Address	
2	Georgia Based Business/Reciprocal Preference Law O.C.G.A. §50-5-6 In which state is your company domiciled?	
	For the purposes of evaluation only, Suppliers resident in the State of Georgia will have the same preference over Suppliers resident in another state in the same manner, on the same basis and to the same extent that preference is granted in awarding bids for the same goods or services to such other state to Suppliers resident therein over Suppliers resident in the State of Georgia. For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.	
3	Small Business: Can your company be classified as a Small Business?	
	A Small Business is defined as an independently owned and operated entity that has no more than one hundred (100) employees or less than one million dollars (\$1,000,000) in annual revenue.	

Supplier General Information

Worksheet Includes:

- ✓ Supplier's Name and Contact Information
- ✓ State of Domicile
- ✓ Small Business*
- ✓ Minority Business*
- ✓ Scrutinized Company
- ✓ Tax Compliance (includes link to form)*

*No need to post these separate forms.





Request for Qualified Contractors (RFQC)



Use SPD-SP024 Requirements Worksheet to develop qualification Factors:

Add any insurance or bonding requirements here.

Types of Worksheets	
Mandatory	Minimum requirements suppliers must meet to be considered responsive. Evaluated on a pass/fail basis.
Mandatory Scored	Minimum requirement plus a scored response. Evaluated on a pass/fail basis first. All passing suppliers are then scored.
Additional Scored	Preferred but not required. Scored only.





Request for Qualified Contractors (RFQC)



Use SPD-SP024 Requirements Worksheet to develop qualification Factors:


If you will prequalify based on a Pass/Fail basis, then use...	-OR-	If you will prequalify based on a minimum score or top scoring, then use...
Mandatory Requirements Worksheet		<ol style="list-style-type: none">1. Mandatory Requirements Worksheet (optional)2. At least one of the following:<ol style="list-style-type: none">a. Mandatory Scoredb. Additional Scored



Request for Qualified Contractors (RFQC)

NEW! Publish the results of the RFQC process by using: SPD-AP004 RFQC List of Qualified Suppliers

Must be posted for all RFQCs (whether processed through TGM, eSource or directly on GPR)


Georgia™

RFQC LIST OF QUALIFIED SUPPLIERS

Solicitation Title/Event Name:	
Solicitation No/Event ID:	
Solicitation Close/ Event End Date:	
Posting Date for RFQC List of Qualified Suppliers:	
Issuing Officer:	
Issuing Officer Contact Information:	

The State is publishing the results of its process to qualify one or more suppliers. This is not an award. Instead, the identified qualified suppliers are now eligible to participate to win future awards from the State Entity. Although the State has identified one or more reason why any unsuccessful suppliers were not deemed qualified, please note that the reasons listed beside the names of the unsuccessful offeror(s) should not be interpreted as an exhaustive list. Inquiries should be addressed to the Issuing Officer.

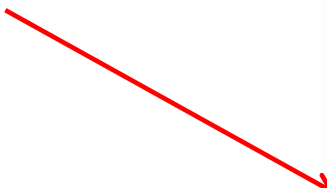
QUALIFIED SUPPLIER(S)	
UNSUCCESSFUL SUPPLIER(S)	REASONS
	Select One
	Select One
	Select One














Request for Qualified Contractors (RFQC)

To access the RFQC list:

1. Scroll to Stage 6-AP: Award Process.
2. Select the form.



	SPD-EP004	Request for Clarification
	SPD-EP005	MasterTechnicalEvaluationTemplate
	SPD-EP009	Request For Cost Proposal (Best and Final Offer)
	SPD-EP010	RFP Evaluation Committee Guidelines
▼ Stage: 6-AP: Award Process		
	SPD-AP002	Notice of Intent to Award
	SPD-AP003	Notice of Award
	SPD-AP004	RFQC List of Qualified Contractors
▼ Stage: 7-CP: Contract Process		
	SPD-CP001	Contract Administration Guide
	SPD-CP012	Vendor Data Sheet - Statewide Contract
	SPD-CP013	Agency Contract Terms and Conditions (Goods and Ancillary Services)
	SPD-CP014	Agency Contract Terms and Conditions (Services)



Request for Quotes (RFQ)



Request for Quotes (RFQ)

Request for Quotes (RFQ) – Basic Information

What is it?	This is a formal method of competitive bidding which identifies the lowest price and results in one or more contract awards.
When to use?	When it is determined that the State Entity can clearly define its own needs.
Where to post?	<u>TGM Users</u> : TGM only <u>Non-TGM Users</u> : eSource only
DPA?	Unlimited



Request for Quotes (RFQ)

To access the RFQ template:

1. Scroll to Stage 3-SP: Solicitation Preparation.
2. Select the template.


SPD: Access SharePoint to view SPD-SP023 Statewide eRFQ Template.

	SPD-SP022	State Entity eRFQ Template
	SPD-SP024	Requirements Sheet
	SPD-SP024a	Instructions for Requirements Sheet (2003)
	SPD-SP024b	Instructions for Requirements Sheet (2007)
	SPD-SP029	State Entity RFQC Template
	SPD-SP030	State Entity eRFQC Template
▼ Stage: 4-SPR: Solicitation Process		
	SPD-SPR001	Offerors/Bidders Conference Agenda
	SPD-SPR002	Vendor Q & A Template
	SPD-SPR003	Offerors Conference Sign-in Form
	SPD-SPR004	Offerors Conference Announcement



Request for Quotes (RFQ)

The following templates must be used for conducting RFQs:

Team Georgia Marketplace™ Users:		Post:
State Entities	SPD-SP022 State Entity eRFQ Template	
SPD	SPD-SP023 Statewide eRFQ Template	

Non-TGM Users:		Post:
Electronic Bids	SPD-SP022 State Entity eRFQ	eSource



Request for Quotes (RFQ)

Template includes highlighted text and instructional notes to guide you through.



State of Georgia

State Entity: Enter State Entity's Name

Request for Quotes ("eRFQ")

Event Name: Enter the Sourcing Event Name

RFQ (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated), an electronic Request for Quotes ("eRFQ") is being issued to establish a list of suppliers who will provide Enter the Sourcing Event Name to the State Entity as further described in this eRFQ.

INSTRUCTIONS TO ISSUING OFFICER: Describe a general overview of the commodity being purchased. The information should define the variables to answer the question, "Why should the supplier submit a request for quotation?" (e.g., magnitude of the procurement, historical spend, etc.). Different types of information to be included are as follows: Multiple suppliers involved, etc. After this action is complete, please delete this instructional note.

INSTRUCTIONS TO ISSUING OFFICER – PART 2: Is this solicitation for prequalified suppliers to respond to one or more future solicitations? If yes, complete the statement to this section, complete the noted sections, and then delete the statement below as well as this instructional note.



Request for Quotes (RFQ)

eRFQ template includes:

Section 1. Introduction

- Describe the purpose
- Enter schedule information
- Identify state contact information
- Enter contract term



Section 2. Instructions to Suppliers

- Scroll to Section 2.2 and select either TGM or eSource instructions



Section 3. eRFQ Bid Factors

- Access SPD-SP013 Supplier's General Information Worksheet
- Access SPD-SP024 Requirements Worksheet to develop factors (Mandatory Only)



Section 4. Cost/Pricing

- Create a cost worksheet as necessary



Request for Quotes (RFQ)

eRFQ template includes:

Section 5. Evaluation & Award

- Identify type of contract award (single, split, etc.)

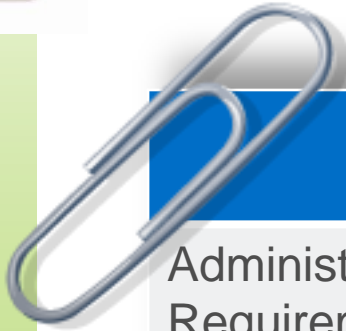




Section 6. List of eRFQ Attachments

- Update as needed



Request for Quotes (RFQ)



RFQ Attachments		
Administrative Requirements	SPD-SP013 Supplier's General Information Worksheet	
Technical Requirements	SPD-SP024 Requirements Sheet (Mandatory Requirements Only)	
Cost	Use Line Items and/or Cost Worksheet	
Contract	Recommended for multi-year contracts or any purchases of \$100,000+ (eSource includes standard contract terms)	



Request for Quotes (RFQ)

Updated Contract Terms for eSource:

SPD-CP022 eSource
Standard Contract Terms

Attached to all RFQs and RFPs and eSource

STATE OF GEORGIA eSOURCE STANDARD TERMS AND CONDITIONS FOR GOODS AND SERVICES

These eSource Standard Terms and Conditions for Goods and/or Services are applicable within eSource. Please note that these terms and conditions may be supplemented by instructions or special terms provided by the State Entity with the solicitation. In the event of a conflict between these eSource Standard Terms and Conditions for Goods and/or Services and the terms or attached contract provided by the State Entity with the solicitation, the latter shall prevail.

A. DEFINITIONS

Definitions. The following words shall be defined as set forth below:

- (i) “State Entity” means the State of Georgia entity identified in the eRFQ.
- (ii) “Contract” means the agreement between the State Entity and the Contractor, incorporating the State of Georgia eSource Standard Terms and Conditions and all incorporated documents.
- (iii) “Contractor” means the provider of the goods and/or services under the Contract.
- (iv) “Response” means the Contractor’s submitted response to the eRFQ, including any clarifications explicitly accepted by the State Entity in writing.
- (v) “eRFQ” means the Request for Quotes, Request for Proposals, or other solicitation (including any amendments or addenda thereto) that was used to solicit the goods and/or services under the Contract.

B. INCORPORATED DOCUMENTS

The terms, conditions, and specifications of the eRFQ and the Contractor’s submitted response shall be incorporated by reference and made a part hereof just as if they had been fully set forth herein. In the event of an inconsistency or conflict among the specific provisions of the Contract and the eRFQ, the inconsistency or conflict shall be resolved as follows: first, by giving preference to the specific provisions of the eRFQ; second, by giving preference to the specific provisions of the Contractor’s submitted response; and third, by giving preference to the specific provisions of the eRFQ.



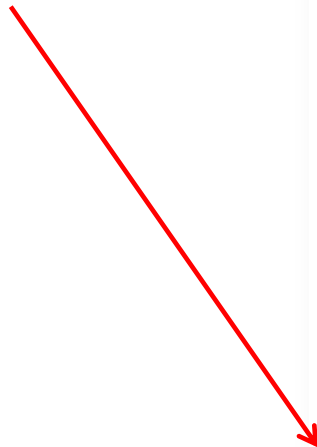
Request for Quotes (RFQ)

To access the eSource Contract Terms:

1. Scroll to Stage 7-CP: Contract Process.
2. Select the template.

▼ Stage: 7-CP: Contract Process

	SPD-CP001	Contract Administration Guide
	SPD-CP012	Vendor Data Sheet - Statewide Contract
	SPD-CP013	Agency Contract Terms and Conditions (Goods and Ancillary Services)
	SPD-CP014	Agency Contract Terms and Conditions (Services)
	SPD-CP015	Agency Contract Terms and Conditions (Equipment Rental or Lease)
	SPD-CP016	Agency Contract Terms and Conditions (Software Purchases)
	SPD-CP022	eSource Standard Contract Terms
	SPD-CP023	State Purchasing Contract Administration Plan Template
	SPD-CP024	Notice of Award Amendment
	SPD-CP025	Contract Assessment Report





Request for Quotes (RFQ)

▼ Stage: 7-CP: Contract Process

	SPD-CP001	Contract Administration Guide
	SPD-CP012	Vendor Data Sheet - Statewide Contract
	SPD-CP013	Agency Contract Terms and Conditions (Goods and Ancillary Services)
	SPD-CP014	Agency Contract Terms and Conditions (Services)
	SPD-CP015	Agency Contract Terms and Conditions (Equipment Rental or Lease)
	SPD-CP016	Agency Contract Terms and Conditions (Software Purchases)
	SPD-CP022	eSource Standard Contract Terms
	SPD-CP023	State Purchasing Contract Administration Plan Template
	SPD-CP024	Notice of Award Amendment
	SPD-CP025	Contract Assessment Report

Recommendation:

Use these contracts (or your own standard contracts) to establish multi-year agreements or when purchasing \$100K+

SPD: Access DOAS SWC Contract Templates in SharePoint.





Request for Proposals (RFP)



Request for Proposals (RFP)

Request for Proposals (RFP) – Basic Information

What is it?	This is a formal solicitation method to identify the “best value” for the State by using a combination of technical and cost factors to evaluate suppliers’ proposals. The RFP can result in one or more contract awards.
When to use?	When the State determines it is best to allow suppliers to propose their own comprehensive and innovative solutions to the State’s needs.
Where to post?	<u>TGM Users</u> : TGM only <u>Non-TGM Users</u> : GPR or eSource
DPA?	\$250K generally














Request for Proposals (RFP)

To access the RFP templates:

1. Scroll to Stage 3-SP: Solicitation Preparation.
2. Select the correct RFP template.




	SPD-SP013	Supplier General Information Worksheet
	SPD-SP014	Tax Compliance Form
	SPD-SP015	Insurance and Bonding Guidelines
	SPD-SP016	RFP Preparation Scorecard
	SPD-SP017	Immigration and Security Form
	SPD-SP018	State Entity RFP Template
	SPD-SP020	State Entity eRFP Template
	SPD-SP022	State Entity eRFQ Template
	SPD-SP024	Requirements Sheet
	SPD-SP024a	Instructions for Requirements Sheet (2003)
	SPD-SP024b	Instructions for Requirements Sheet (2007)

SPD: Access SharePoint to view SPD-SP021 Statewide eRFP Template.



Request for Proposals (RFP)

The following templates must be used for conducting RFPs:

Team Georgia Marketplace™ Users:		Post:
State Entities	SPD-SP020 State Entity eRFP Template	
SPD	SPD-SP021 Statewide eRFP Template	

Non-TGM Users:		Post:
Paper Bids	SPD-SP018 State Entity RFP Template	Georgia Procurement Registry
--OR--		
Electronic Bids	SPD-SP020 State Entity eRFP Template	eSource



Request for Proposals (RFP)

Template includes highlighted text and instructional notes to guide you through.



State of Georgia

State Entity: Enter State Entity's Name

Electronic Request for Proposals ("eRFP")

Event Name: Enter the Sourcing Event Name

eRFP (Event) Number: Enter Sourcing Event Number

1. Introduction

1.1. Purpose of Procurement

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated § 50-13-1), the State of Georgia is issuing an electronic Request for Proposals ("eRFP") is being issued to select a vendor who will provide Enter the Sourcing Event Name Entity") as further described in this eRFP.

INSTRUCTIONS TO ISSUING OFFICER: Describe the commodity being purchased. The information should be able to answer the question, "Why should the state procure this commodity (e.g., magnitude of the procurement, urgency, etc.)? Different types of information to be included are a list of potential suppliers, etc. After this action is complete, please submit the RFP to the State Purchasing Division.

INSTRUCTIONS TO ISSUING OFFICER – PAR: Select a vendor from the prequalified suppliers to respond to one or more of the items being purchased.



Request for Proposals (RFP)

RFP and eRFP templates include:

Section 1. Introduction

- Describe the purpose
- Enter schedule information
- Identify state contact information
- Enter contract term



Section 2. Instructions to Suppliers

- eRFP Only: Scroll to Section 2.2 and select either TGM or eSource instructions



Section 3. RFP Proposal Factors

- Access SPD-SP013 Supplier's General Information Worksheet
- Access SPD-SP024 Requirements Worksheet to develop factors



Section 4. Cost Proposal

- Create a cost worksheet



Request for Proposals (RFP)

RFP and eRFP templates include:

Section 5. Proposal Evaluation, Negotiations & Award

- Complete Points Table
- Identify type of contract award (single, split, etc.)



Section 6. List of eRFP Attachments

- Update as needed




NOTE: RFP Wizard has been temporarily disabled until it can be updated with the new template.



Request for Proposals (RFP)



RFP Attachments

Administrative Requirements	SPD-SP013 Supplier's General Information Worksheet	
Technical Requirements	SPD-SP024 Requirements Sheet <ul style="list-style-type: none">•Mandatory Requirements and/or•Mandatory Scored and/or•Additional Scored	
Cost	<u>TGM</u> : Line Items and/or Cost Worksheet <u>eSource</u> : Cost Worksheet	
Contract	Recommended for multi-year contracts or any purchases of \$100,000+ (eSource includes standard contract terms)	



Request for Proposals (RFP)

REMINDER: Make sure you are using the RFP sourcing method when appropriate.





Supplier's Certificate of Non-Collusion

Certificate of Non-Collusion is required from suppliers on all competitive solicitations – RFQCs, RFQs and RFPs.

“I certify that this bid, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid, offer, or proposal for the same materials, supplies, services, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, offer, or proposal and certify that I am authorized to sign this bid, offer or proposal for the bidder or offeror.”



Supplier's Certificate of Non-Collusion

Team Georgia Marketplace™ Users:

State
Entities &
SPD

SPD-SP011 Proposal Certification Form
(or bid factor question)

Non-TGM Users:

Paper Bids

SPD-SP011 Proposal Certification Form

--OR--

Electronic Bids
(eSource)

AUTOMATED through system!



Public Notice of Procurement Results

Publish the results of the RFx as follows:

Process Type:	Public Notice of Results:	
RFIs	N/A	
RFQCs	SPD-AP004 RFQC List of Qualified Contractors	
RFQs & RFPs	Less than \$100,000:	\$100,000 or more:
	<ul style="list-style-type: none">•Notice of Intent to Award (<u>optional</u>)•Notice of Award (required)	<ul style="list-style-type: none">•Notice of Intent to Award (required)•Notice of Award (required)



Public Notice of Procurement Results

Revised: NOIA and NOA updated with language to address open agency contracts and primary/secondary awards.

NOIA and NOA has been automated in eSource



NOTICE OF INTENT TO AWARD

Form must be posted to the GA Procurement System

Solicitation Title/Event
Name:

Solicitation No/Event ID:

Solicitation Close/ Event
End Date:

Notice of Intent to Award
Posting Date:

Issuing Officer:

Issuing Officer Contact
Information:

The State intends to award a contract to the apparent successful offeror. The Award should not be considered as a binding commitment by the State or the Issuing Officer. Although the State will provide the reason(s) for the award, in accordance with Georgia law, please note that the reasons listed by the Issuing Officer should not be interpreted as an exhaustive list. NOTE: If the award is not applicable, then all identified award amounts (if any) are estimates. (1) the contract and/or (2) the state entity has identified primary/secondary awards.



Upcoming Training

TRAINING: Please review SPD's Learning Management System (LMS) link for additional training information on the new eSource.



Webinar Summary

**Revised NOIA
& NOA**

**New and
Revised RFx
Templates**

**Additional
Training**

**Attachments
for RFx's**

**New RFQC
Supplier's List**



Questions?

